

Denise M. Lucks

Clerk of Court

Donald A. Ranheim

Chief, U.S. Pretrial Services

James P. Rowoldt

Chief, U.S. Probation

**UNITED STATES DISTRICT COURT
DISTRICT OF NEBRASKA
SHARED ADMINISTRATIVE SERVICES**

Roman L. Hruska United States Court

111 South 18th Plaza, Suite 1152

Omaha, NE 68102-1322

www.ned.uscourts.gov

Phone: 402.661.7350

Fax: 402.661.7387

Toll Free: 866-220-4379

December 30, 2005

Contract Court Interpreters:

The Administrative Office of the U.S. Courts (AO) has approved the *Contract Court Interpreter Services Terms and Conditions* contractual document for Fiscal Year 2006. Revisions were made to the FY 2006 document in response to comments from federal courts and contract court interpreters. A focus group, which included staff interpreters, court personnel, and a representative from the National Association of Judiciary Interpreters and Translators (NAJIT), met with the AO to modify the document.

The contract applies to interpreting services performed for the for the District of Nebraska's Office of the Clerk, Pretrial Services, and Probation offices (District Court). Outlined below are summaries of the documents, as well as other information, which will be utilized in the contracting process with interpreters who express an interest in working for the District Court. The documents are available on the District Court Web site at <http://www.ned.uscourts.gov/fpo/crtplans/crtplans/interp/index.html>.

Contract Court Interpreter Services Terms and Conditions

The AO has developed a boilerplate document, *Contract Court Interpreter Services Terms and Conditions*. As long as the terms and conditions of the contract do not change, the contract will be valid throughout the fiscal year, which ends September 30, 2006.

Judiciary Staff Travel Regulations (Attachment 10.1)

When in travel status beyond the local commuting distance of thirty miles, the court will reimburse interpreters in accordance with the *Judiciary Staff Travel Regulations*, which are posted on the District Web site. Interpreters can contact court staff for answers to questions regarding the judiciary's travel regulations.

Standards for Performance and Professional Responsibility for Contract Interpreters of the Federal Courts (Attachment 10.2)

As part of the revision to the contract, *Standards for Performance and Professional Responsibility for Contract Interpreters of the Federal Courts* have been included as an attachment.

Rate and Information Sheet

Interpreters must complete the *Rate and Information Sheet* provided by the court. The court will retain the original completed *Rate and Information Sheet* in the contract interpreter's court file.

Any changes to the *Rate and Information Sheet*, other than completing fill-in lines left blank for the purpose of personalizing the contract, must be approved in advance by the District Court Administration Division (DCAD) of the AO.

Interpreter Reference Guide (IRG)

To alleviate the need to modify the contract during the year, the court has posted an *Interpreter Reference Guide (IRG)* to the court Web site for interpreters. The *IRG* includes current rates established by the AO, including fees, two mileage rates, and maximum per diem rates for the locality. The *IRG* also includes contact information for court staff tasked with implementing the contracts. The interpreter should reference the court Web site for current rates prior to submitting an invoice.

Court Purchase Request and Blanket Purchase Agreement

The court will issue a blanket purchase agreement (BPA) for the fiscal year, using a purchase request form. Services are ordered by the court, as needed. The BPA is elevated to the status of a contract upon the acceptance of the assignment by the contract interpreter. The court cannot guarantee the interpreter a minimum amount of work for the fiscal year.

Rotation of Interpreters

The District Court will make an effort to rotate interpreters throughout the fiscal year. The Clerk's Office will send a blanket e-mail to all certified interpreters currently under contract, identifying the terms of each assignment. From the timely responses to the e-mail, assignments will be made on a rotational basis. The Probation and Pretrial Services officers will place calls to interpreters on a rotational basis.

Statement of Services Forms (Invoices)

Certified and professionally-qualified interpreters utilize a separate *Statement of Services* form than language-skilled interpreters, due to travel requirements and slight differences in the nature of their work. These forms should be used for all three court units. Since the forms periodically change, the *current Statement of Services* forms should be accessed from the District Web site. An interpreter must submit a signed form, along with any necessary receipts, when seeking payment.

Background Checks / FBI FD-258 Fingerprint Card

A mandatory FBI fingerprint check will be conducted every two years and may be considered by courts in determining the interpreter's suitability to work as a contractor. The court's Human Resources department will be responsible for acquiring the digital fingerprints from the interpreters.

For those interpreters who may have already undergone a FBI background investigation at another district of the federal court, an additional background check will not be necessary. The District Court will be required to confirm that a background check has already been conducted.

For those interpreters who have not yet undergone a FBI fingerprint background check and live outside of the local area, the background check will be coordinated upon the interpreter's arrival at the court. Information from the interpreter which is required by the FBI to conduct the fingerprint check is linked on the District Court's Web site under *FBI FD-258 Fingerprint Card*. Questions regarding the background checks should be directed to Richard D. Reinwald and/or Peggine S. Mackey-Sy from the court's Human Resources department at 402.661.5990.

After review of the *Contract Court Interpreter Services Terms and Conditions* document, the interpreter should complete and send the *Rate and Information Sheet* to Terry Smedra by January 13, 2006. The court will send a purchase request form, as well as a copy of the signed *Rate and Information Sheet*, to the interpreter. Please feel free to call Terry at 402.661.7367 or Pat Williamson at 402.661.7372 for specific questions regarding the contract.

Sincerely,

s/Denise M. Lucks, Clerk of Court

s/Donald A. Ranheim, Chief, U.S. Pretrial Services

s/James P. Rowoldt, Chief, U.S. Probation